



PEPPERDINE

GRADUATE SCHOOL OF  
**EDUCATION &  
PSYCHOLOGY**



**Student Resource Guide**

September 5, 2017–August 3, 2018

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WESTLAKE VILLAGE



# WELCOME

**Welcome to the Graduate School of Education and Psychology (GSEP).** May your educational journey with us be enriching and challenging as you strive for excellence in your chosen field of study.

Student Services provides important resources to you to support academic success, while also encouraging you to make deeper connections with the Pepperdine community—fellow graduate students, faculty, staff, alumni, and friends of the University.

Our office actively strives to empower, encourage, and educate students for success. Our mission is to provide exceptional service to students, faculty, and staff and support the overall mission of the University to strengthen student lives for purpose, service, and leadership.

We highly encourage you to utilize our services to maximize potential opportunities and fulfill your professional and personal goals. The GSEP community is service-oriented, and it's important that throughout your academic career you inquire about events, services, and general questions to enhance your experience with us.

GSEP is recognized as an innovator in higher education and strives to offer you a seamless transition from the classroom to the community. We are excited that you have chosen GSEP and have joined the Pepperdine family.

**Michelle Blas**

*Director, Student Success, Graduate School of Education and Psychology*

## Campuses

Drescher Graduate Campus, Malibu.....	310.506.4000
Encino Graduate Campus.....	818.501.1600
Irvine Graduate Campus.....	949.223.2500
West Los Angeles Graduate Campus.....	310.568.5600
Westlake Village Graduate Campus.....	805.449.1181





## **ACADEMIC CALENDAR 2017–2018**

Fall 2017 classes begin: 9/5  
Add/drop period: 9/5–9/11 | Tuition due: 9/12  
Registration for Spring 2018 classes: 11/13–12/8  
Fall 2017 classes end: 12/15  
Degree posting date: 12/15

Spring 2018 classes begin: 1/8  
Add/drop period: 1/8–1/12 | Tuition due: 1/13  
Registration for Summer 2018 classes: 3/19–4/13  
Spring 2018 classes end: 4/20  
Degree posting date: 4/20

Summer 2018 Education classes begin: 4/30  
Add/drop period: 4/30–5/4 | Tuition due: 5/5  
Summer 2018 classes end: 7/20  
Degree posting date: 7/20

Summer 2018 Psychology Session I classes begin: 4/30  
Add/drop period: 4/30–5/4 | Tuition due: 5/5  
Summer 2018 classes end: 6/15  
Degree posting date: 6/15

Summer 2018 Psychology Session II classes begin: 6/18  
Add/drop period: 6/18–6/22 | Tuition due: 6/23  
Summer 2018 classes end: 8/3  
Degree posting date: 8/3



# ACADEMIC ADVISORS AND DEPARTMENTS

## Student Services Academic Advisement

- Counseling on enrollment options, academic progress, degree requirements, and degree audit
- Transfer credit/waivers, course and program petitions, and probation status
- Assist with registration holds, leave of absence, readmission, and course and program withdrawal
- Comprehensive exams: submission of papers and notification of exam results

## Education

K-12 Education Programs and SEC .....	310.568.5770
Leadership and Technology .....	310.568.5738

## Psychology

PsyD Program.....	310.568.5607
MA Psychology Programs (Evening Format).....	310.568.2351
MA Psychology Programs (Malibu Daytime Format).....	310.506.4608
MS Psychology Program and Aliento.....	310.568.2317

## International Student Services

The Office of International Student Services supports international students by offering a range of services, including admission consideration (I-20s), immigration support, and student orientations.

[pepperdine.edu/admission/international-students](http://pepperdine.edu/admission/international-students) | 310.506.4246



# WAVENET STUDENT CENTER

WaveNet is an online portal that connects the Pepperdine Community to intranet resources. It provides access to email, class schedules, grades, student account summary, graduation information, and University communications.

Pepperdine University has implemented a Campus Wide Identification number (CWID) as the numeric identifier for your student records. Each student is assigned a unique number that will appear on the Student ID card. Please use the CWID in your correspondence and transactions with the University, and use your Pepperdine email address for all email communications with the University.

[community.pepperdine.edu/it/tools/wavenet/students](http://community.pepperdine.edu/it/tools/wavenet/students)

310.506.HELP (4357) or 866.767.8623

To access your Student Center:

- Type [wavenet.pepperdine.edu](http://wavenet.pepperdine.edu) in your browser
- Click the “Log into WaveNet” button
- Enter your Network ID and Password
- Click “Login” to enter the WaveNet portal main page
- Click the “Student Center” link under the “Student Services” heading on the left-hand side of the page





# STUDENT SERVICES

## Registration

Students must be cleared of all registration holds before registering for classes. Students are permitted to register in unclassified admission status for only one term. Students who have been continuously absent for two or more consecutive terms, but less than two calendar years, must submit an Application for Readmission to the education or psychology academic advisor. A student who has been absent for more than two calendar years is required to file a new application with the GSEP Enrollment Services Office and pay the regular application fee. For all applicable policies, consult the 2017–2018 GSEP Academic Catalog, available on the GSEP website [gsep.pepperdine.edu/student-resources/catalog](http://gsep.pepperdine.edu/student-resources/catalog).

Eligible students in cohort programs will be registered automatically for classes each term during the designated registration periods. All students must electronically sign a Financial Responsibility Agreement through their WaveNet Student Center each term in order to register for classes.

To view class schedule and find classes:

[community.pepperdine.edu/it/tools/wavenet/students/sturegistration90.htm](http://community.pepperdine.edu/it/tools/wavenet/students/sturegistration90.htm)

- Click on the “Student Center” link under the “Student Services” heading on the left-hand side of the page
- Click on the “Search” link directly under the “Academics” heading
- Select a term from the drop-down menu
- Select a subject and course number to view course information

Dates and Times: Each student in a non-cohort program is assigned a specific date and time block for registration. Check “Enrollment Dates” in the Student Center for your assigned registration dates.





## Student Financials

### Financial Aid

Financial aid awards are based on an analysis of the student's financial aid eligibility and enrollment status. Students must reapply for financial aid (FAFSA) before the start of each academic year. Students must be enrolled half-time to receive a Federal Stafford Loan and full-time in course work to receive institutional grants or scholarships (enrollment in comprehensive exam and dissertation does not qualify for institutional grants). All financial aid may be adjusted upon review of a student's eligibility and enrollment status at and after the start of the term.

[gsep.pepperdine.edu/admission/financial-aid](https://gsep.pepperdine.edu/admission/financial-aid) | [gsepfaid@pepperdine.edu](mailto:gsepfaid@pepperdine.edu)

Veterans utilizing the Veterans Administration benefits program should consult the Office of Student Information and Services prior to registration. [pepperdine.edu/registrar/veterans](https://pepperdine.edu/registrar/veterans) | 310.506.7999

### Student Accounts

Students are responsible for anticipating total tuition and fee charges and should be prepared to make appropriate payment on or before the first day of the term. If financial arrangements are not completed by the last day of the add/drop period, finance charges will be assessed. The Student Accounts Office provides student account information and processes tuition payments, company reimbursement, and student refunds. To review your Pepperdine student account activity, including detailed information about tuition charges, payment due dates, financial aid credited to your account, or refunds processed, log into WaveNet. [gsep.pepperdine.edu/student-resources/services/student-accounts](https://gsep.pepperdine.edu/student-resources/services/student-accounts)

Students may drop classes without tuition penalty during the add/drop period only; however, once students have registered for a term, if all classes are dropped after the initial registration through the last day of add/drop for the term, a charge of \$150 is assessed. Students withdrawing from courses after the add/drop period are subject to the partial refund policy. You may view the refund policy in the 2017–2018 GSEP Academic Catalog. [gsep.pepperdine.edu/student-resources/catalog](https://gsep.pepperdine.edu/student-resources/catalog)

## Writing Support

Writing Support provides a variety of services, including guidance and feedback on writing for all papers and dissertations, webinars and workshops on the writing process, in-class workshops, and individual consultation and tutoring.

[community.pepperdine.edu/gsep/writing-support](https://community.pepperdine.edu/gsep/writing-support) | [community.pepperdine.edu/gsep/dissertation](https://community.pepperdine.edu/gsep/dissertation)  
[grammarly.com/edu](https://grammarly.com/edu) | [pepperdine.mywconline.com](https://pepperdine.mywconline.com)

## **Institutional Review Board (IRB)**

The primary goal of the Graduate and Professional Schools Institutional Review Board (GPS IRB) Office is to protect the rights and welfare of human subjects participating in research activities conducted under the auspices of Pepperdine University.

Research projects conducted by any Pepperdine graduate student including: critical literature reviews, theses, dissertations, and independent research projects, with the intent to contribute to generalizable knowledge must be supervised by a Pepperdine faculty member. Because such directed or independent research projects employ systematic data collection and plan the public dissemination of the research findings, they must also be submitted to the GPS IRB Office for review prior to the commencement of any data collection and/or contact with human subjects. The GPS IRB Office only accepts online applications which can be submitted through the eProtocol IRB system.

[community.pepperdine.edu/irb/graduate](http://community.pepperdine.edu/irb/graduate)

Additionally, to meet the needs of the Pepperdine community the GPS IRB Office holds weekly office hours as a resource to researchers who have questions about the IRB process at Pepperdine. Our goal is help provide all applicants seeking our services with outstanding advising and guidance which will then help reduce the number of resubmission cycles. However, the applicant bears sole responsibility for the quality of any submission or resubmission.

[community.pepperdine.edu/irb/irb-advising](http://community.pepperdine.edu/irb/irb-advising)

## **Library**

Students, faculty, staff, and alumni of GSEP are served by three libraries and three reference centers for the University library's system. The library collection contains 800,000 books and an extensive number of government documents, periodicals, electronic databases, online materials, and specialized print and nonprint materials. [library.pepperdine.edu](http://library.pepperdine.edu)

## **Information Technology**

The mission of Pepperdine's Information Technology department is to serve and empower the University community through innovative technology and good stewardship to offer simple and effective solutions.

[community.pepperdine.edu/it](http://community.pepperdine.edu/it)

## Career Services

The GSEP Career Services Office operates from an innovative, multitiered model of career education and counseling. The department provides services and resources to education and psychology students and alumni, both face-to-face and virtually. Services include helping individuals define their new career objectives, strengthen skills for successful employment searches, and prepare for career advancement.

Specifically, students and alumni have access to:

- Career counseling and assessments
- Resume/CV and cover letter customization assistance
- Interview preparation
- Employment search strategies
- Job postings through PepPro, GSEP's Career Hub

The focus is on individual consulting and interactive curriculum-based classroom presentations to provide GSEP students and alumni with the tools for lifelong employability. Career Services sponsors career-related events, including the annual Career Week, featuring career exploration and networking opportunities with alumni and industry leaders, as well as prospective employers. [gsep.pepperdine.edu/career-services](https://gsep.pepperdine.edu/career-services) | 310.568.5666

## Teaching/Administrative Credentials and MFT/LPCC Program Certification

The GSEP Credentials Office is the central administrative office for all students working towards their teaching credentials or MFT/LPCC certification. The office can assist you in everything from deciding which credential may suit you best, fulfilling state credential requirements, scheduling credential sessions, completing the proper prerequisites upon admittance, and providing MFT/LPCC Program Certifications for Board of Behavioral Sciences state applications.

[credinfo@pepperdine.edu](mailto:credinfo@pepperdine.edu) | 310.568.5701



## CAMPUS LIFE

### Bookstore

All book price information can be accessed on the bookstore website. You have the option to buy new or used textbooks, rent textbooks, or download a digital textbook. Students can reach the ordering service at the following websites: [pepperdine.wla.bkstr.com](http://pepperdine.wla.bkstr.com) for the Encino, Irvine, West Los Angeles, and Westlake Village Graduate Campuses, and [pepperdine-drescher.bkstr.com](http://pepperdine-drescher.bkstr.com) for the Drescher Graduate Campus.

### Student Parking

#### WEST LOS ANGELES GRADUATE CAMPUS

Student parking cardkeys are available from the parking office in the parking structure for a fee of \$65 per term (plus a \$15 administrative fee for new keycards or for reinstating unpaid accounts). The cardkey may be renewed each following term with no further administrative fee, as long as the student keeps the same card. Cardkeys may also be obtained by completing the parking form online.

[community.pepperdine.edu/gsep/student-services/parking](http://community.pepperdine.edu/gsep/student-services/parking)

#### IRVINE GRADUATE CAMPUS

Regular students (taking one or more courses per term) will be charged a \$65 facilities fee to their student accounts each term. Parking structure gates will be down 24/7. No attendants will be on duty. Students must obtain a ticket and bring the ticket to Suite 209 for validation.

#### ENCINO GRADUATE CAMPUS

Regular students (taking one or more courses per term) will be charged a \$65 facilities fee to their student accounts each term for a regular parking pass, which provides unlimited parking from 2:30 to 11 PM, Monday through Friday. The University provides parking validation between 2 to 2:30 PM for weekday classes scheduled to meet before 2:45 PM.

## WESTLAKE VILLAGE GRADUATE CAMPUS

Parking is free and special cardkeys and passes are not required.

## DRESCHER GRADUATE CAMPUS

Parking is free; however, vehicle registration and a parking permit are required. You can register your vehicle and obtain your parking permit online. [pepperdine.edu/publicsafety/parking/vehiclereg.htm](http://pepperdine.edu/publicsafety/parking/vehiclereg.htm)

## Housing

On-campus housing is only offered at the Drescher Graduate Campus in Malibu.  
[community.pepperdine.edu/housing/grad-students](http://community.pepperdine.edu/housing/grad-students)

GSEP Student Services offers a roommate referral service to help individuals with similar housing needs connect with one another. After you complete the **Roommate Referral and Release of Liability Form**, a list of possible roommate contacts will be prepared and emailed to you.  
[gsep.pepperdine.edu/student-services/services/housing](http://gsep.pepperdine.edu/student-services/services/housing)

## Student Activities

### GSEP Events

At Pepperdine University, we have a robust calendar of events that reflects our commitment to advancing in intellect and growing in spirit. Our events include lecture series, service opportunities, athletic gatherings, and other opportunities to connect with your community. The Margaret J. Weber Distinguished Lecture Series brings leading agents of change to GSEP to discuss the challenges and opportunities in servant-leadership in communities across the world. [community.pepperdine.edu/events/gsep](http://community.pepperdine.edu/events/gsep)

### Center for the Arts

Experience the power and joy of the performing arts on the Malibu campus. Become a subscriber and save 10 percent or more on the best seats. Anyone can subscribe by choosing just four or more shows and ordering over the phone or in person through the Box Office. [arts.pepperdine.edu](http://arts.pepperdine.edu) | 310.506.4522

### Athletic Events

Admission into all regular-season home events is free to those with a current, valid Pepperdine ID.  
[pepperdinewaves.com/school-bio/pepp-downloadable-schedules.html](http://pepperdinewaves.com/school-bio/pepp-downloadable-schedules.html)

## Shopping, Dining, and Entertainment

The Promenade at Howard Hughes Center (West Los Angeles Graduate Campus)

Discounts available: [hhpromenade.com/sales](http://hhpromenade.com/sales)

Sherman Oaks Galleria (Encino Graduate Campus) [shermanoaksgalleria.com](http://shermanoaksgalleria.com)

South Coast Plaza (Irvine Graduate Campus) [southcoastplaza.com](http://southcoastplaza.com)

The Promenade at Westlake (Westlake Village Graduate Campus) [shoppromenade.com](http://shoppromenade.com)

## Student Groups

The student-affiliated scholarly organizations and societies at GSEP provide students with the opportunity to enhance their personal and professional development beyond academic studies. With the support of faculty advisors, our student-led organizations encourage members to learn and grow together in an environment supportive of diversity and creativity. A complete list of student-led organizations for the education and psychology departments can be found on the GSEP website.

[gsep.pepperdine.edu/student-resources/groups](http://gsep.pepperdine.edu/student-resources/groups)

## Student Forms

Important student data change forms can be located on the GSEP Student Services MyCommunity webpage. [community.pepperdine.edu/gsep/student-services](http://community.pepperdine.edu/gsep/student-services)

- Leave of Absence Request
- Name Change Request
- Petition to Audit a Course
- Readmission
- Request to Withhold Directory Information

For questions, contact the education or psychology departments referenced on page 6.





## DEGREE INFORMATION

### Degree Awarding

Students must apply to graduate in order for their degree to be awarded. Master's-degree students will be sent instructions for completing the Graduation Application at the start of the term in which they are expected to graduate. Doctoral students will be given instructions for completing the Graduation Application during APA Clearance.

You are strongly encouraged to review the graduation FAQs.  
[gsep.pepperdine.edu/student-resources/services/graduation-faqs](https://gsep.pepperdine.edu/student-resources/services/graduation-faqs)

### Transcripts and Degree Verification

Current students and recent alumni may save steps by ordering transcripts through WaveNet. Click on Academic Resources, then National Student Clearinghouse under the Academic Services folder.  
[pepperdine.edu/registrar/transcripts](https://pepperdine.edu/registrar/transcripts)

Students, alumni, or third party background-screening agents or companies may request verification of student academic information.  
[pepperdine.edu/registrar/verifications/degree.htm](https://pepperdine.edu/registrar/verifications/degree.htm)

### Commencement Ceremony

All students who will complete degree required courses by the end of the summer term are encouraged to attend the GSEP Commencement Ceremony. Students must RSVP by completing the Commencement Ceremony RSVP link which will be emailed to all potential graduates during the spring term.  
[community.pepperdine.edu/gsep/student-services/graduation](https://community.pepperdine.edu/gsep/student-services/graduation) | [gsepgrad@pepperdine.edu](mailto:gsepgrad@pepperdine.edu)

## ALUMNI RELATIONS

As a graduate of GSEP, you belong to a growing alumni network of more than 23,000 experienced and successful scholar-practitioners who can open doors to new opportunities. You also have access to a broad range of services, resources, and calendar of events designed to help you stay in touch with your alma mater as you advance in your chosen career. Connect with the Pepperdine community to find your dream job and prepare for your future. Additionally, you get access to lifetime Pepperdine alumni email forwarding and access to all Pepperdine libraries.

[gsep.pepperdine.edu/alumni](http://gsep.pepperdine.edu/alumni)



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### **Tangela Diggs**

2016 Alumna, EdD in Educational Leadership, Administration, and Policy

“I chose Pepperdine because I was looking for a university that was not only reputable, but that also coincided with my personal values. Going through this program has been life-changing for me. Without it I would have stayed stuck in my comfort zone. It’s been completely transformational.”



## **ADDITIONAL CONTACTS AND INFORMATION**

### **Enrollment Services Office**

[gsep.pepperdine.edu/admission](https://gsep.pepperdine.edu/admission)

Email: [gsep.admissions@pepperdine.edu](mailto:gsep.admissions@pepperdine.edu) | 310.258.2850

### **Office of International Student Services**

[pepperdine.edu/admission/international-students](https://pepperdine.edu/admission/international-students)

Email: [oiss@pepperdine.edu](mailto:oiss@pepperdine.edu) | 310.506.4246

### **Office of Student Accessibility**

[pepperdine.edu/disabilityservices](https://pepperdine.edu/disabilityservices)

Email: [student.accessibility@pepperdine.edu](mailto:student.accessibility@pepperdine.edu) | 310.506.6500

### **Student Employment**

[gsep.pepperdine.edu/student-resources/services/student-employment](https://gsep.pepperdine.edu/student-resources/services/student-employment)

Email: [gsepsemp@pepperdine.edu](mailto:gsepsemp@pepperdine.edu) | 310.568.2373

## **Discrimination, Harassment, and Sexual Misconduct Policies**

Pepperdine University does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. Please see the GSEP Academic Catalog for a detailed description of the University's policies regarding discrimination, harassment, and sexual misconduct, as well as applicable complaint and grievance procedures.

### **Academic Catalog**

[gsep.pepperdine.edu/student-resources/catalog](https://gsep.pepperdine.edu/student-resources/catalog)

# PUBLIC SAFETY

If you believe an individual poses an imminent threat to a member or members of the University community, please contact the Department of Public Safety immediately. If you are located at a graduate campus and believe imminent danger is likely, please contact 911 immediately and then contact the Department of Public Safety. If you do not believe that harm is imminent, but an individual’s behavior seems threatening or seems like it could lead to harm to the individual or to the community, you should report the concern to the Department of Public Safety or your dean’s office. The Department of Public Safety is open every day, 24 hours a day.



Report tips to campus police, digitally walk your friends home, and know what to do in emergencies. Download “LiveSafe” from Google Play or the App Store. Select “Pepperdine University”

If you have any questions, contact the Department of Public Safety.

## Emergency Information

For up-to-date information about University-related emergency issues, please visit:  
[emergency.pepperdine.edu](http://emergency.pepperdine.edu).

Department of Public Safety.....	310.506.4442
Graduate School of Education and Psychology Dean’s Office.....	310.568.5615
Graziadio School of Business and Management Dean’s Office.....	310.568.5689
Human Resources.....	310.506.4397
School of Law Dean’s Office.....	310.506.4621
School of Public Policy Dean’s Office.....	310.506.7490
Seaver College Dean of Students Office.....	310.506.4472

# Stay Connected



## DOWNLOAD THE PEPPERDINE MOBILE APP

Like us on Facebook [facebook.com/pepperdineuniversitygsep](https://facebook.com/pepperdineuniversitygsep)  
Follow us on Twitter @PepGSEP



## CONTACT US

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6100 Center Drive, Suite 500  
Los Angeles, CA 90045

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Web: [gsep.pepperdine.edu](http://gsep.pepperdine.edu)